



**2016 Florida Swimming
Summer Florida Age Group Championships
July 14 – 17, 2016**



Sanctioned By: Florida Swimming member of USA Swimming Sanction # 3717

In granting this sanction it is understood and agreed that USA Swimming and Florida Swimming shall be free and held harmless from any liabilities or claims from damages arising by reason of injuries to anyone during the conduct of the event.

Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Use of audio or visual recording devices, including a cell phone is permitted only in designated areas.

Condition of Sanction:

The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

Changing into or out of swimsuits other than the locker room or other designated areas is not appropriate and is Prohibited.

Sponsored By: Florida Swimming, Inc.

Hosted By: YCF and the Central Florida YMCA

Type of Meet: 50-Meter Long Course;
10 & U Timed Finals
11-12, 13-14 Prelims, Consolation and Championship Finals.
In finals, Championship Final will precede Consolation Final
Flyover starts and chase starts may be used at the discretion of the meet referee for individual events 100 meters and longer.

Date & Time: 11 & Older Prelims: 9:00 am start each day
11 & Older Finals: 5:00 pm start Thursday, Friday & Saturday; 4:30 pm start Sunday
10 & Under Timed Finals: start no less than 45 minutes after the conclusion of the 11 & older session each day

Location: YMCA Orlando Florida
International Drive, 8422 International Drive, Orlando, FL 32819

Pool Specs: Competition course is an 8-lane indoor 50 meter pool. Water depth at the competition starting end and turn end is a minimum of 7 feet. Non-turbulent lane lines and regulation starting blocks will be used. An additional 8 lane 25 meter indoor pool will be available for warm-up/warm-down

Timing Equipment: Full Video Display Scoreboard.
Colorado Automatic Timing Equipment

Eligibility: All current Florida Swimming athletes who have been registered with the LSC for 120 days prior to the first day of the Florida Age Group Championship Meet, and who have achieved the current Age Group Championship time standards as listed, from July 16, 2015 through the entry deadline, may participate in the Florida Swimming Age Group Championships. **On deck registration with USA/Florida Swimming will not be allowed.**

Former FL swimmers who are not registered/ re-registered by the 120 day point prior to the Age Group Championship Meet are eligible provided they did not register for any other team outside the LSC during the 120 days prior to the Age Group Championship Meet. They must be re-registered prior to the entry deadline for FLAGS.

In order to accommodate swimmers who transfer into the Florida LSC within the 120 day window, transfer swimmers may apply for an exemption of the 120 day rule provided they petition the Eligibility Committee (defined in this situation as the Age Group Committee plus the Head Meet Referee for FLAGS) and provide proof of permanent residence within LSC boundaries by the athlete and their parent/guardian.

- Proof of residence requires copies of **all** of the following documents:
 1. Florida Driver's License
 2. Florida Vehicle registration
 3. Notarized statement from the parent/guardian as to the reason for transfer

Petitions must be submitted to Helen Kelly no later than two weeks prior to the entry deadline (June 20, 2016 at 11:59 pm) for the Age Group Championship Meet. The Eligibility Committee as defined above will meet in person or via conference call and rule on the petitions. The petitioner will be notified of the decision no less than one week prior (by June 27, 2016) to the entry deadline for the meet.

Entry Limit: Total of six (6) individual events for the meet, but no more than three (3) per day, plus relays. Teams may enter a maximum of two (2) relay teams per event and they must be designated "A" and "B". For each relay entered the relay must have two swimmers entered in an individual event in that age group and gender. Over-entries will be automatically dropped when the limit is met for the meet and/or day. No conversions of times are acceptable.

SEE "OME" HIGHLIGHTS ATTACHMENT FOR MORE INFORMATION

On-Line Meet Entry (OME) – Entries will be processed using the USA Swimming On-Line Meet Entry System (OME) **ONLY**. Access this entry system from the USA Swimming web site at the address <http://www.usaswimming.org/ome> Coaches must register for an account (Free) to utilize the system. Log in and select "Enter Team". **Paper, FAX, and Email entries will not be accepted.**

OME OPENS: 12:01 AM ET Wednesday, June 1, 2016

OME CLOSES: 12:00 PM ET Monday, July 11, 2016

The deadline is FINAL for normal entry fees. If a coach has "checked out" their entry and proceeds to find an error prior to the entry deadline listed above (Monday, July 11, 2016 at 12:00 PM), they must send an email detailing the correction to Victoria Culbertson (meet.support@sportstiming.com), Helen Kelly – Executive Director FL Swimming (flsoffice2@aol.com), and Scott Caron – FL Swimming Age Group Chairman (scott@patriotaquatics.com) PRIOR TO THE ENTRY DEADLINE OF 12:00 PM on Monday, July 11, 2016.

Entry times will not be updated once the psych sheet has been published to the Florida Swimming Website or other informational sites.

OME HELP:

Jamie Lewis USA Swimming 719-866-3580 [_jlewis@usaswimming.org](mailto:jlewis@usaswimming.org)

Victoria Culbertson Sports Timing meet.support@sportstiming.com

Conforming and Non Conforming times will be used for entry – Long course meters, then short course yards, then short course meters.

Individual Entries: Use a time in the national database for entry that is faster than qualifying time. Fastest times need not be used. Swimmers may enter using an "Override Time" for times that are not in the national database. Override times must include the meet name, date and event number. Override times that cannot be proven by the Entry Coordinator during the entry process will be seeded in the meet, however, will not be allowed to compete unless time is proven with the Meet Referee at least 1 hour prior to that event's session beginning. Times that are missing from the National Database should be requested through the host LSC National Times Coordinator of the meet at which the time was achieved.

OME RELAY ENTRY PROCEDURES: ENSURE "RELAY ONLY" ATHLETES ARE INCLUDED IN THE TEAM ENTRY ROSTER. Relay teams may be entered at any seed time.

TEAMS WITH UNATTACHED ATHLETES: Teams may enter athletes with unattached status. When building the roster in OME, select the "Add Unattached Swimmer" link.

INDIVIDUAL UNATTACHED ATHLETES: Unattached athletes who are not awaiting attachment to any team must enter individually. Access the OME system at the address <http://www.usaswimming.org/ome> - log in and select "Enter Individual."

Proof of Times: Times achieved between July 16, 2015 and the entry deadline for swimmers listed in the USA-S National TIMES Data Base with qualifying times will be permitted to swim individual events. Swimmers with qualifying times who are not listed in this data base must provide proof of time with their OME Age Group Championship entry, providing a copy of the results of an approved, observed or sanctioned meet, including the meet sanction number, name, location, and date of the meet, and results page(s) with the athlete's name and time(s). Conversions may not be used to prove times; the swimmer must have achieved the qualifying time as published, in the type of course used to achieve the qualifying time. No conversions of times are acceptable for entries. All individual entered times must be provable and be faster than or equal to the qualifying time. Override times that cannot be proven by the Entry Coordinator during the entry process will be seeded in the meet, however, will not be allowed to compete unless time is proven with the Meet Referee at least 1 hour prior to that event's session beginning.

Seeding: All swimmers must be entered in provable times faster or equal to the qualifying time. Conforming and non-conforming times will be seeded as follows:

1. Long Course Meters
2. Short Course Yards
3. Short Course Meters

Scratch Procedures:

Scratching from Preliminary & Timed Final Events:

No penalty for scratching on the block in the morning prelims with the exception of deck seeded events. Any swimmer entered in an individual deck seeded event who has checked in for that event must swim the event unless he/she notifies the clerk of course before the seeding has begun that he/she wishes to scratch. Failure to do so will result in the swimmer being barred from the next individual event in which he/she is entered on that day or the next day of the meet, whichever is first. Deck seeded events shall be closed for seeding as listed on the order of events.

Scratching from Finals:

A Any swimmer who competes in a preliminary heat and qualifies as one of the original sixteen (16) finalists must swim in that event's championship final; or must notify the administrative referee that he/she intends to scratch from that final's event within thirty (30) minutes of the announcement of the qualifiers.

B Swimmers may reverse their intention to scratch and choose to be seeded for finals if they do so within thirty (30) minutes of the completion of the swimmer's last preliminary event for that day.

C. Any swimmer in a championship or consolation final who fails to swim that event will be barred from their next individual event, excluding finals and relays, in which he/she is entered unless excused by the meet referee due to one of the exceptions below.

D. A swimmer not originally qualified for the championship final who is seeded into a final due to the scratch of another swimmer will not be penalized for failing to swim in that final.

Exceptions for Failure to Compete:

No penalty shall apply for failure to withdraw or compete in an individual event if:

A The Referee excuses the athlete due to a medical exemption.

B It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Declared False Starts:

Declared false starts and/or a deliberate delay of meet are not permitted during all finals and deck-seeded events and will be treated the same as "failure to swim".

NOTE 1: Alternates wishing to swim in an open lane in Finals must be standing at the starter's stand, ready to step on the blocks for his/her swim, when the swimmers are called to the blocks. Only the starter will call for the alternate, not the announcer.

NOTE 2: Finals scratches must be done individually; 'team' scratches will not be accepted.

NOTE 3: All swimmers seeded in places 17-26 after the prelim session for each event who choose NOT to swim during finals are encouraged to scratch from finals in each event within 20 minutes after the swimmer's last individual event during the prelim session.

Heat Sheets: Electronic heat sheets will be available the morning of Tuesday, July 12. Heat Sheets will also be available on Meet Mobile.

Entry Fee: On Time Fees

\$6.00 per individual event;

\$10.00 per relay;

\$15.00 facility fee per swimmer

\$2.00 heat sheet fee per swimmer

\$1.00 per swimmer LSC Swimmer Support.

\$2.00 per swimmer broadcast fee

Relay Only swimmers pay the Facility fee and the swimmer LSC Swimmer Support fee.

Late Entry Fees- between 12:01 PM, July 11, 2016 to 8:00 AM, Thursday, July 16, 2015

\$12.00 per late entry individual event

\$20.00 per late entry relay

\$100.00 one-time processing fee per team for late entry

\$30.00 facility fee per swimmer

\$4.00 broadcast fee per swimmer

\$1.00 per swimmer LSC Swimmer Support.

Relay Only swimmers pay the Facility fee and the swimmer LSC Swimmer Support fee.

Entry Deadline: To avoid late entry fees, all entries must be completed through USA-S OME online entry program and finalized/checked out by Monday, July 11, 2016, at 12:00 p.m. No faxed or emailed entries accepted.

**Mail Entry Checks to: YCF Swim Team
% YMCA Aquatic Center
8422 International Drive
Orlando, FL 32819**

Make Check payable to: YCF

For all entry questions contact: Victoria Culbertson-meet.support@sportstiming.com (Coaches Only)

Awards: Team: High Point 1st - 3rd
Team Spirit Award (Picked by Committee)
Individual: High Point Award for each age group and gender;
1-3 Medals, 4-8 Ribbons
Relays: 1-3 Medals, 4-8 Ribbons

Scoring: Individual: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
Relay: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

Rules: Current USA Swimming Technical Rules will govern the meet. Coaches and Officials shall wear their USA Swimming registration card in a conspicuous location at all times while on deck during the swimmeet.

Team Representative:

Prior to the start of the meet, the name of one person other than the coach, who will check with the referee about any matter pertaining to the meet, may be given to the referee. This person must be a current member of USA Swimming/Florida Swimming to represent the team. For each team, the coach and that person only will be recognized.

Officials: Head Referee: Ellen Johnson Head Marshall: Alan Pfau
Admin Referee: Roger Deary Meet Manager: Mike Brady
Chief Judge: John Russo

National Officials Certification: This meet has been designated as a “Qualifying Meet” for National Officials Certification; a “National Evaluator” will be in attendance for certification and re-certification evaluation. Those desiring initial certification or re-certification above the LSC level should review the details of the program in the “Certification” link of the “Officials” section under the “Volunteers” tab on the USA Swimming web site. There will be opportunities at the meet for eligible officials to be evaluated for N2 and some N3 level positions. “Request for Evaluation” forms for this meet can be found on the Officials News page of the Florida Swimming website. Follow directions on the form for submitting completed application.

For Meet Information:

(Entries) meet.support@sportstiming.com– (Coaches Only)
FL Office (Admin) 352-242-5145 - flsoffice2@aol.com.
(Host) 407-363-1911
(Referee)

Camera Zone: Per Florida Swimming Rule 223.12, Meet Management shall designate and inform the public of “Camera Zones” at each swim meet where both still photography and video photography of a race or a competitor in a race may be taken. Acceptable “Camera Zones” may include, but are not limited to the side courses of a pool, team gathering areas, concession area, turn-end of competition course when not in use as a “start-end.” Etc. Meet Management shall also designate “Non-Camera Zones.” Under NO circumstances will Camera Zones include the area immediately behind the starting blocks at each end of the racing course(s) while they are in use for “race starting purposes” during competition

and warm-ups, locker rooms, rest rooms, or any other dressing area. Any individual failing to abide by this rule could be subject to the Florida Swimming Code of Conduct violation as defined in Rule 239.2.

Warm-up Schedule

NO EQUIPMENT PERMITTED

EXCEPT FOR RACING STARTS, SWIMMERS MUST ENTER THE POOL FEET FIRST WITH ONE HAND TOUCHING THE DECK OF THE POOL

The meet management may vary the scheduled warm-up as it fits the needs of the competitors.

Thursday, Friday, Saturday & Sunday Preliminaries:

7:00 – 7:40 AM General Warm-up – Thursday Group A, Friday Group B, Saturday Group A, Sunday Group B

7:40 – 8:20 AM General Warm-up – Thursday Group B, Friday Group A, Saturday Group B, Sunday Group A

8:20 – 8:50 AM Controlled Open Warm-up

Thursday, Friday & Saturday Finals:

3:30 – 4:30 PM General Warm up

4:30 – 4:50 PM Controlled Open Warm up – See below

Sunday Finals:

3:00 – 4:00 PM General Warm up – See below

4:00 – 4:20 PM Controlled Open Warm up – See below

10 & Under Warm-Up-All Days

1st 30 Minutes: General Warm-Up

Last 15 Minutes-Controlled Warm-Up

Controlled Open Warm-up

Lane 1 Pace, 50 & 100 Circle swim. Push Off

Lane 2 Racing Starts (One length from start end only)

Lane 3 Racing Starts (One length from start end only)

Lane 4 Racing Starts (One length from start end only)

Lane 5 Racing Starts (One length from turn end only)

Lane 6 Racing Starts (One length from turn end only)

Lane 7 Racing Starts (One length from turn end only)

Lane 8 Swimming & Pulling, Push Off

2016 Florida Swimming Summer FLAGS Championship
Order of Events

Thursday, July 14, 2016 –		
Prelims- 9:00 am.; Finals 5:00 pm		
Event #	Age	Event Name
1-2	13-14	800 Freestyle*
3-4	11-12	800 Freestyle*
5-6	13-14	100 Freestyle
7-8	11-12	100 Freestyle
9-10	13-14	200 Breaststroke
11-12	11-12	100 Breaststroke
13-14	13-14	100 Butterfly
15-16	11-12	100 Butterfly
17-18	13-14	800 Freestyle Relay**

* NOTE: Events 1 through 4 are deck seeded positive check in, timed final events. The fastest heat of events 1-2 and 3-4 will swim as the first event in the finals. The remaining heats will be swum fastest to slowest after event 16, alternating a heat of 11-12 girls, 11-12 boys, 13-14 girls, 13-14 boys until all remaining heats have been completed. Positive check in is required before 8:30 a.m. to be seeded.

**NOTE: Events 17-18 are deck seeded positive check in, timed final events. The fastest two (2) heats will swim in the finals session (following a 5 minute break), all remaining heats will swim at the end of the preliminary session, fastest to slowest, alternating girls and boys. Positive check in is required before 8:30 a.m. to be seeded.

Friday, July 15, 2016 –		
Prelims – 9:00 am.; Finals 5:00 pm		
Event #	Age	Event Name
19-20	13-14	200 Free Relay*
21-22	11-12	200 Free Relay*
23-24	13-14	200 Freestyle
25-26	11-12	200 Freestyle
27-28	13-14	100 Backstroke
29-30	11-12	50 Backstroke
31-32	13-14	400 Individual Medley**
33-34	11-12	400 Medley Relay***
35-36	13-14	400 Medley Relay***

*NOTE: Events 19 through 22 are pre-seeded timed final events. All heats will swim in the preliminary session.

**NOTE: Events 31-32 are deck seeded positive check in, prelim/final events. In prelims, these events will be swum fastest to slowest and the fastest three heats of each event will be circle seeded. We will swim the fastest 4 heats of girls then the fastest 4 heats of boys in the “A” Flight. The “B” Flight will then follow, fastest to slowest, alternating girls and boys, until all remaining heats have been contested. Positive check in is required before 8:30 am to be seeded.

*** NOTE: Events 33 through 36 are deck seeded positive check in, timed final events. The fastest two (2) heats will swim in the finals session (following a 5 minute break), all remaining heats will swim at the end of the preliminary session, fastest to slowest, alternating a heat of 11-12 girls, 11-12 boys, 13-14 girls, 13-14 boys until all remaining heats have been completed. Positive check in is required before 8:30 a.m. to be seeded.

Friday, July 15, 2016 –		
Timed Finals – No Less Than 45 minutes after conclusion of AM session		
Event #	Age	Event Name
37-38	10 & U	200 Free Relay
39-40	10 & U	200 Freestyle
41-42	10 & U	100 Breaststroke
43-44	10 & U	50 Butterfly

Saturday, July 16, 2016		
Prelims – 9:00 am; Finals - 5:00 pm		
Event #	Age	Event Name
45-46	13-14	200 Medley Relay*
47-48	11-12	200 Medley Relay*
49-50	13-14	200 Butterfly
51-52	11-12	50 Butterfly
53-54	13-14	100 Breaststroke
55-56	11-12	50 Breaststroke
57-58	13-14	400 Freestyle**
59-60	11-12	400 Freestyle**
61-62	13-14	400 Free Relay***
63-64	11-12	400 Free Relay***

***NOTE:** Events 45 through 48 are pre-seeded timed final events. All heats will swim in the preliminary session.

****NOTE:** 57 through 60 are deck seeded positive check in, prelim/final events. In prelims, these events will be swum fastest to slowest and the fastest three heats of each event will be circle seeded. We will swim the fastest 4 heats of girls then the fastest 4 heats of boys in each age group in the “A” Flight. The “B” Flight will then follow, fastest to slowest, alternating a heat of 11-12 girls, 11-12 boys, 13-14 girls, 13-14 boys until all remaining heats have been completed. Positive check in is required before 8:30 a.m. to be seeded.

*****NOTE:** Events 61 through 64 are deck seeded positive check in, timed final events. The fastest two (2) heats will swim in the final session (following a 5 minute break), all remaining heats will swim at the end of the preliminary session, fastest to slowest, alternating a heat of 11-12 girls, 11-12 boys, 13-14 girls, 13-14 boys until all remaining heats have been completed. Positive check in is required before 8:30 a.m. to be seeded.

Saturday, July 16, 2016 –		
Timed Finals – No Less Than 45 minutes after conclusion of AM session		
Event #	Age	Event Name
65-66	10 & U	200 Medley Relay
67-68	10 & U	100 Butterfly
69-70	10 & U	50 Freestyle
71-72	10 & U	50 Backstroke
73-74	10 & U	400 Freestyle*

***NOTE:** Events 73-74 will be swum fastest to slowest. Positive check in is required no later than 30 minutes prior to the start of the session to be seeded.

Sunday, July 17, 2016		
Prelims – 9:00 am; Finals – 4:30 pm		
Event #	Age	Event Name
75-76	13-14	1500 Freestyle*
77-78	11-12	200 Individual Medley
79-80	13-14	200 Individual Medley
81-82	11-12	50 Freestyle
83-84	13-14	50 Freestyle
85-86	11-12	100 Backstroke
87-88	13-14	200 Backstroke

***NOTE:** Events 75-76 are deck seeded positive check in timed finals events. The fastest heat of girls and boys will swim in finals. All other heats will swim fastest to slowest alternating girls and boys after event 87-88 in the preliminary session. Positive Check in is required before 8:30 a.m. to be seeded.

Sunday, July 17, 2016		
Timed Finals – No Less Than 45 minutes after conclusion of AM session		
Event #	Age	Event Name
89-90	10 & U	100 Freestyle
91-92	10 & U	50 Breaststroke
93-94	10 & U	200 Individual Medley
95-96	10 & U	100 Backstroke

General Note: Using “Chase Starts,” the Meet Referee may decide to include additional breaks in the preliminary session schedule where transition from slowest to fastest or fastest to slowest seeding may result in less than 10 minutes between swims for a swimmer. Additional breaks, if any, will be announced at least one hour in advance. A timeline will be published for each finals session with the intention of ensuring that there is an adequate amount of time for recovery between each event.



**2016 Florida Swimming
Summer Florida Age Group Championships
July 14 – 17, 2016**

Team Name _____ Call Letters _____
 Address _____ E-
 Mail Address _____
 Coach _____ LSC _____
 Phone (W) _____ (H) _____

SWIMMER/COACH REGISTRATION

I certify that all individuals listed on the attached entry forms are currently registered members of United States Swimming and are eligible to compete in this meet. I further certify that one or more of the following coaches will be on-deck supervising the activities of these individuals during warm-up and competitive sessions at the meet.

<u>NAME OF COACH</u>	<u>TEAM</u>
_____	_____
_____	_____
_____	_____

I certify that the individuals listed above are currently registered USA Swimming Coach Members, and that I am a current USA Swimming registered Non-athlete Member.

 Signature (must be USA Swimming Member) Team Date

ENTRY DEADLINE: Entries must be entered into USA-S OME by Monday, July 11, 2016, at 12:00p.m.

Mail Entry Checks to:
 YCF Swim Team
 % YMCA Aquatic Center
 8422 International Drive
 Orlando, FL 32819

Make Check payable to:
 YCF

FINANCIAL RECAP (Fee Schedule based on entries before the deadline. See late entry policy for late entry fees.)

- Total Swimmers _____ at \$15.00 each = \$ _____ (Facility Fee)
- Total Swimmers _____ at \$ 1.00 each = \$ _____ (LSC Swimmer Support)
- Total Swimmers _____ at \$2.00 each = \$ _____ (Broadcast Fee)
- Women's Individual Events _____ at \$ 6.00 each = \$ _____
- Men's Individual Events _____ at \$ 6.00 each = \$ _____
- Women's Relay Events _____ at \$10.00 each = \$ _____
- Men's Relay Events _____ at \$10.00 each = \$ _____

Total Fees Paid \$ _____

USA SWIMMING – ON-LINE MEET ENTRY HIGHLIGHTS

- Ensure that swimmers times are loaded into the USA Swimming SWIMS database – Particular attention should be given to times achieved at observed and approved meets. Do not wait until immediately before the entry deadline to discover the time has not been loaded. Coaches and swimmers can verify that times are in the database by using the times look up at www.usaswimming.org/times. Contact the host LSC National Times Coordinator of the meet at which the times were achieved to have the missing times loaded.
- Only one account per team (Head Coach) can be used for team entries. The USAS ID number of the head coach will be required to begin the entry process.
- Read the tutorial comments on each page during the entry process. Most questions will be answered if the instructions are read.
- When advancing through the entry process, each time the “NEXT” link is pressed, the information on that page is saved. This allows the entry to be processed during multiple sessions. Coaches can start an entry, save it as-you-go, and sign out and OME will retain the progress that has been made on the entry.
- Use the links on the left side of the entry page to jump forward or backwards to specific sections of the entry process (i.e. Relay, checkout, etc.). Using these links also saves the information on the previous page.
- Payment must be made to: YCF
- Teams do not have to wait until the entire entry is completed. Teams can enter some athletes, then return at a later date and add more events, relays, or athletes.
- **An athlete is not entered in the meet until the entries have been finalized/checked out.**
- **The deadline is FINAL for normal entry fees. If a coach has “checked out” their entry and proceeds to find an error prior to the entry deadline listed above (Monday, July 11, 2016 at 12:00 PM ET), they must send an email detailing the correction to– HyTek operator (meet.support@sportstiming.com), Helen Kelly – Executive Director FL Swimming (flsoffice2@aol.com), -Admin Official) (and Scott Caron – FL Swimming Age Group Chairman (scott@patriotaquatics.com) PRIOR TO THE ENTRY DEADLINE OF 12:00 PM ET on Monday, July 11, 2016.**
- When entering “Override Times” (times not currently showing up in the SWIMS database), in the meet name field, give meet name and brief details on where the time was achieved – i.e.: FGJO13-14-400FRelay Lead – There is room for 25 characters of data. Also enter the date of the meet in the date field. The National Times Coordinator will pre-clear as many (*) times as possible.
- Relays: When entering more than one relay per event (A and B), OME selects the fastest time in the database for the A relay and the fastest remaining time in the database for the B relay. If one of the athletes on the B relay (that OME selected) was also an athlete on the A relay, OME will signify that time with a (**). That time is not eligible for entry for the “B” relay. Select another listed time for the “B” relay or enter an aggregate time. As an alternative to using the OME best relay time, select Team (from the drop-box), then enter an override time for the relay.
- Hy-Tek Team Manager can be used as a tool to assist in the OME process.
 1. First load the “Meet Events File”.
 2. In the Meet Maintenance panel, set the minimum age for open events as desired.
 3. Click on the “Enforce Qualifying Times”.
 4. Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
 5. Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
 6. Highlight events to be entered for each swimmer.
 7. Look up and record bonus event entry times for swimmers eligible for bonus events.
 8. Proceed with On-Line Meet Entry

